

LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

BUSINESS MEETING MINUTES

January 9, 2019

CALL TO ORDER

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:05am

ROLL CALL

The following Board members were present:

Desiree Bell
Brett Bennett
Susan Hammonds-Guarisco
Abbie Kemper-Martin, MD
Thea Moran, MD
Robert Newsome, MD
Shelley Wells

The following Board members were absent with prior excuse:

Naveed Awan
Gregory Bradley
Kirk Soileau

Also present:

Katherine Muslow, Counsel
Kenneth Jones, Executive Director

MINUTES

Minutes of October 10, 2018 had been previously circulated to the Board members by mail and were accepted as presented.

MOTION to approve minutes of October 10, 2018 by B.Bennett

SECOND by S.Wells

ACTION Voice Vote: Motion passed unanimously

FINANCIAL REPORT

Financial Review Committee Report

Committee members are Brett Bennett, Gregory Bradley, and Susan Hammonds-Guarisco
There were no problems, the monthly financial report is easy to understand and well organized

Financial Report by Executive Director

Executive Director discussed the following financial reports.

- Fiscal Year Comparison: July 1, 2018 to December 30, 2018
- Fiscal Year Comparison to Budget: July 1, 2018 to December 30, 2018
- Assets and Liabilities as of December 20, 2018

Financial reports were distributed to all members by email prior to meeting

CHAIRMAN'S REPORT

- Chairman worked with the Executive Director on the Board's Self Evaluation for the Governor
- Board member attendance was discussed

LICENSURE

Executive Director reported;

- Audit Statistics
- 2018 Renewal Data
- License Statistics

BUSINESS ADMINISTRATION

Board Operations

- S.Hammonds-Guarisco requested meal reimbursement to attend the LSRT Mid-Winter Conference in Alexandria, LA. Request was approved.
- Act 693 of the 2018 Legislative Session requires the Governor to evaluate Boards. The LSRTBE was selected, the Chairman and Executive Director worked on the Self-Evaluation Report. The Self-Evaluation Report contents were discussed and a hard copy for the Board office was passed around for Board members to review and ask any questions. The Self-Evaluation Report will be in the Governor's office before the January 15, 2019 deadline.
- Executive Director is currently working with the website developer to have the website ready for license renewals beginning March 1, 2019.
- Complaint Code Statistics were discussed. The majority of complaint codes are licensees working with an expired license. This number is up from last year.

OLD BUSINESS

Board members are reminded that their Tier 2.1 Financial Disclosure Form is due May 15. The form can be found on the Louisiana Ethics Board website. If any Board members get a letter from the Ethics Board they should contact the Chairman, also Board members should retain all documents and communication to and from the Ethics Board.

NEW BUSINESS

Executive Director reminded all Board member to:

- Complete Ethics Training Course
- Complete Defensive Driving Course
- Send a photocopy of driver's license
- Complete the Driver Authorization Form

Beginning January 1, 2019 facilities accredited by The Joint Commission are required to have specific CT and fluoroscopy training for their employees.

Board Counsel contract was discussed, performance evaluation conducted

MOTION made to renewal and approve Katherine Muslow as Board Counsel by B.Bennett

SECOND by A.Kemper-Martin

ACTION Voice Vote: Motion passed unanimously

NEXT MEETING DATE

Wednesday, April 10, 2019

Future Meeting Dates

Wednesday, July 10, 2019

Wednesday, October 9, 2019

MOTION made to close business session and move into Executive Session by T.Moran

SECOND by B.Bennett

ACTION Voice Vote: Motion passed unanimously

RETURN TO BUSINESS SESSION

MOTION made to accept with changes position summary for Executive Director and Assistant Director by S.Wells

SECOND by A.Kemper-Martin

ACTION Voice Vote: Motion passed unanimously

MOTION made to accept closed Consent Orders by B.Bennett

SECOND by R.Newsome

ACTION Voice Vote: Motion passed unanimously

MOTION made to accept Findings of Fact and Conclusions of Law and Order for Complaint Code 2018-10 by R.Newsome

SECOND by B.Bennett

ACTION Voice Vote: Motion passed unanimously

Chair requested a **MOTION** to adjourn meeting

MOTION made by B.Bennett

SECOND by R.Newsome

ACTION Voice Vote: Motion passed unanimously

Meeting adjourned at 1:25pm

RESPECTFULLY SUBMITTED

Kenneth W. Jones, Executive Director